

RR
Memorandum

DATE: 20 November 1987

FROM: Water Treatment Plant Operator Foreman

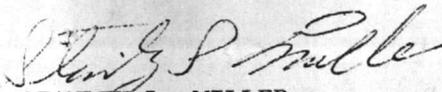
TO: All Personnel Water Treatment Plants

SUBJ: PREVENTIVE MAINTENANCE

1. At the present time, there appears to be a little misunderstanding in the Standard Operating Procedures on the assigned duties for preventive maintenance. Each operator is assigned equipment which has preventive maintenance on the equipment which is his or her responsibility to ensure this assignment is accomplished. If you do not know what the preventive maintenance for your equipment is, ask your leader and he will supply you with this information. Please keep a log at each plant of all preventive maintenance done for each item of equipment.

2. Painting is an important part of the preventive maintenance; if the equipment is prepared properly before the painting, we should not have to paint every year. If the equipment is kept clean after painting, we should be able to save money on paint and labor. Your cooperation will be greatly appreciated.

3. If I can be of any assistance to you, please feel free to call at anytime.


STANLEY L. MILLER

